WORK PLACEMENT SUMMARY

AND REFLECTION

**Work Placement Summary and Reflection**

**Reflection on each application**

In order to improve your job application record, it is important you reflect on each application and what you have learnt from it. This will help as you apply for more Work Based and Placement Learning. If you do not do this reflection, you may find they are applying for numerous Placement opportunities without success. i.e. there are reasons why you are unsuccessful that you need to identify in order to succeed.

A **reflection template** can be completed for each Placement Learning application submitted. If a student makes several applications which are all immediately unsuccessful, these can be combined on one template.

**Work Placement Summary and Reflection Form**

**Name:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Placement Provider** | **Job title** | **Location** | **Dates of employment** | **Date of application** | **Type of application**  **(CV/form)** |
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|  |  |  |  |  |  |
| Placement Provider | Job title | Location | Dates of employment | Date of application | Type of application |
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**Placement Summary and Reflection Fom**

**Name:**

You need to complete one of these templates for each application. This will be an excellent starting point for your reflective practice.

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| **1. Work Based & Placement Learning Provider** |
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| **2. Location** |
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| **3. Job Title** |
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| **4. Role/description of job:** |
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| **5. Why did you apply for this Work Based & Placement Learning?** |
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| **6. What research did you do about the Work Based & Placement Learning provider?** |
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| **7. If you had an interview, What preparation did you do for the interview?** |
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| **8. Were the questions asked at the interview as you expected?** |
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| **9. How well do you think you did in the interview?** |
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| **Reflection on the outcome of your application** |
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| **10. What feedback on your application/interview did you get from the Work Based & Placement Learning provider?** |
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| **11. Why do you think you were successful/unsuccessful?** |
|  |
| **12. What would you change for the future in your:** |
|  |
| **Interview preparation?** |
|  |
| **Interview technique?** |
|  |
| **13. What have you learnt for this application to consider for other job applications?** |
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